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DDA 76-4902

1 OCT 1976

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Assistant for Information, DDA

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Travel Plans - Fiscal Years 1977 and 1978

REFERENCES : a. Memo from OMB, dtd 27 July 1976,  
Subject: Presidential Management  
Initiatives

b. OMB Bulletin No. 76-9, Supplement No.  
2, dtd 30 July 1976

1. The Office of Management and Budget (OMB) recently requested the Agency to prepare and submit plans for achieving travel savings in FY 1977 and FY 1978 as part of the Government-wide Presidential Management Initiatives effort (referent a). This memorandum requests each addressee to provide DDA Management and Assessment Staff with their respective travel plans for Fiscal Years 1977 and 1978.

2. Administration policy, as stated in referent b, is that "Agencies should authorize that amount of travel necessary to accomplish the purposes of the Government effectively --but not one bit more--and at a minimum cost. This policy is applicable not only to travel of Government employees, but also to travel of contractors and their personnel whose travel expenses are directly reflected in costs paid by the Government."

3. In developing Office travel plans, it is suggested that each addressee

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- a. review their FY 1976 Report of Travel Costs and Savings in order to determine where further savings can be realized,
- b. refer to the attached list of suggested methods and procedures for effecting additional savings, and
- c. identify additional measures which would lead to economies in travel over the next 24 month period.

The travel plans report should describe those cost saving measures which will provide components with a sound, efficient and economical travel program. Although actual cost data is not now required, the Agency will have to report to OMB at the end of each fiscal year on actual cost savings realized through the execution of its travel plans.

4. Unfortunately, OMB has imposed an extremely tight deadline on the Agency. Please forward your travel plans for Fiscal Years 1977 and 1978 to DDA Management and Assessment Staff as soon as possible but not later than 8 October 1976.

/s/ Michael J. Malanick

Michael J. Malanick

Attachment:  
a/s

## METHODS AND PROCEDURES FOR CURTAILING OFFICIAL TRAVEL AND REDUCING TRAVEL COSTS

The following is a list of methods and procedures that have been used successfully by at least one Federal agency and should be considered by all agencies in the curtailment of official travel and the reduction of travel costs.

a. Limitation of attendance at conferences -- when attendance is determined to be necessary for accomplishment of agency missions -- to a single individual responsible for summarizing and reporting the results to other staff members;

b. Utilization of teleconferencing, whenever appropriate, in lieu of conference attendance.

c. Selection by each authorizing officer and person traveling on official business of the most expeditious and economic means of transportation commensurate with the nature of travel being performed. The governing Federal Travel Regulations establish the following order of priority in this selection process:

- (1) Common carrier;
- (2) Government-owned or Government contract rental vehicles;
- (3) Privately-owned conveyance;
- (4) Special conveyance including commercially-rented vehicles.

All authorizing officials and travelers should be aware of the substantial savings available by utilizing the General Services Administration's interagency motor pool vehicles and commercial vehicles under Federal Supply Service contracts. Because commercially rented vehicles not under contract are the most costly, their use for official business should be restricted to the most unique situations. Before authorizing use of commercial rental vehicles not under contract, consideration should be given to requiring authorizing officials to certify on travel orders that use of the methods of transportation in priorities 1 through 3 will not be more advantageous to the Government.

d. Assessment of alternative modes of travel by common carrier to assure selection of most efficient method when

all costs have been considered. For example, in some travel situations, especially between points in the Northeast Corridor (Washington, D.C. - New York - Boston), Amtrak Metroliner Reserve service may be the most advantageous method of travel when the total downtown to downtown travel costs are considered. Exhibit 2 illustrates the type of comparative time and cost data that should be considered in assessing alternative modes of travel.

e. Utilization of special excursion fares which are available from all common carriers of passengers. Discounts range from 30 to 45 percent below normal coach fares but are subject to individual carrier restrictions. While these special fares are designed to promote vacation and personal travel, they may be used for official Government travel. Carriers should be consulted as to the availability of these lower rates.

(f) Revision of travel order and authorization forms to include the following statement for certification by the approving official: "I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions."

g. Rescission of all current blanket or continuous travel authorizations as of a specified date. Reissuance of these types of travel authorizations to be effected to the minimum extent necessary for mission accomplishment and not to exceed 90 days in any reapproved base.

h. Reinforcement of employee awareness of the need for total cost consciousness in the performance of official travel. A sound travel management program requires knowledge of the rules to be followed and the exercise of good judgment by all persons. In particular, it is expected that the expenses which each traveler incurs for lodging and other subsistence will be similar to those of a prudent person traveling on personal business.

i. Screening of travel authorizations to assure, to the extent possible, that travel is performed for more than a single purpose and visits to more than one city are made in series without return to home station.

j. Establishment of procedures to closely control local travel particularly any authorization for local travel from an employee's home to a temporary duty station location within the permanent duty station area.

(k) Utilization, wherever possible, of local training courses to eliminate or minimize travel costs.